

IC Memorandum 10-36



To: KEHP Insurance Coordinators

From: Department of Employee Insurance (DEI)

Re: Chapman Kelly Group 4 Audit and Instructions for Verifying Dependents Added After October 9, 2010.

Date: October 20, 2010

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: <http://kehp.ky.gov>

Wellness Hotline: 877-KEHP-WELL

Final Phase – Group 4 – Chapman Kelly Audit

On October 29, 2010 the Verification letter for the final phase of the Chapman Kelly 2010 plan year audit (Group 4) will be mailed. This final audit phase will include those **dependents entered into the Group Health Insurance (GHI) for the 2010 Plan Year from August through October 9, 2010.**

Verification documents for this group should be sent directly to Chapman Kelly. See the Verification letter for contact information.

Later this week, we will send a list of dependents that must be verified in this phase of the audit. The list will be sent encrypted through Entrust. Only agencies that have members with dependents that were entered into our GHI system during the above timeframe will receive a listing. This is the Group 4 audit.

The deadline for a response to this phase of the audit is December 10, 2010. If the required documentation is not received by Chapman Kelly, KEHP will remove the dependents from the plan. The effective date of the termination(s) will be January 1, 2010 or the date the dependent(s) were added to the plan, if added after January 1, 2010.

Accompanying this Memo is a copy of the Verification letter and the FAQ sheet that is being sent to the member. Please refer questions directly to Chapman Kelly at: 877-774-3422.

If you do not have Entrust, please refer to IC Memorandum 10-34 for instructions on obtaining the application. If you have questions on Entrust, please contact your IT support team.

Instructions for Verifying Dependents Added after October 9, 2010 for the 2010 Plan Year or for the 2011 Plan Year.

Dependents added to the 2010 plan (entered in GHI) after October 9, 2010 and any dependents added during the 2011 Open Enrollment period will be considered unverified dependents and verification documentation must be provided by December 20, 2010.

(Continued)

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Kentucky Transportation Cabinet



Please use the document requirements listed in the 2011 Benefits Selection Guide for this group and for any new dependents added to the plan for 2011. Refer to IC Memo 10-33 for additional verification and affidavit instructions.

Verification documents for these dependents must be submitted directly to:

Department of Employee Insurance
501 High Street, 2nd Floor
Frankfort, KY 40601.

Remember:

- Verification documents must have the Member's Name and Social Security Number written on the top of the document.
- The affidavit "2011 Certification of Dependent Eligibility" must be submitted for ALL dependents age 19-26.
- **Do Not Fax documents mail all verifications and affidavits.** Documents, especially birth and marriage certificate are not legible when faxed.

If you have questions on this last phase of the audit, please contact us at: 888-581-8834.

